

ADMINISTRATIVE - INTERNAL USE ONLY

19 July 1983

MEMORANDUM FOR: Executive Assistant  
Office of Personnel

FROM:

[REDACTED]  
C/HRPS

SUBJECT: Weekly Activities Report

I. A Recruiter Guide and Vacancy Notice was prepared for distribution in an effort to locate qualified candidates for vacant HRPS positions. Discussions will be held with OMS/PSD in the near future to ensure that their testing criteria meets HRPS staffing requirements.

*III a.*

II. A new HRPS employee, [REDACTED] reported from DDI/CCR on 18 July 1983. He has already completed his first Statistical Analysis System course and is being briefed on staff projects and procedures.

*III b.*

III. An age-flow model showing the age impact of current manpower policies and budgetary constraints has been completed on the DDO. The report showing the results of this effort will be provided to D/PERS this week.

*II a.*

IV. Optimum FY 1983 in-process levels have been computed for SPD using the June 1983 experience. Levels have been computed for the CT, OC, Professional/Technical, and Clerical categories. The most significant change indicated by the new levels was the impact of the recent reductions in OC processing times.

*I a.*

V. Continued projects designed to:

- a. Review past technical attrition.
- b. Document Statistical Analysis System Programs.
- c. Review FY 1983 manpower trends through June 1983.
- d. Support OGC jurimetric requests.

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